

USM HR Policy Review Sheet

Policy Number: VII – 7.11

New Policy Title: Policy on Leave Reserve Fund for Regular Status Nonexempt and Exempt Staff Employees

Old Policy Title: USM Policy on Leave Reserve Fund for Exempt and Nonexempt Staff Employees on Regular Status

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: Document need to use Holiday Leave as part of available leave for eligibility for Leave Reserve Fund Leave.

D R A F T 8/27/14

**VII - 7.11 – ~~USM POLICY ON LEAVE RESERVE FUND FOR~~ REGULAR STATUS
NONEXEMPT AND ~~NONEXEMPT STAFF EMPLOYEES ON REGULAR~~
STATUS**

(Approved by the Board of Regents, April 25, 1991; Amended December 6, 2002; Amended January 1, 2003; Amended June 22, 2012; Amended _____, 2015)

I. PURPOSE AND APPLICABILITY

There shall be a USM Leave Reserve Fund (LRF) composed of unused personal leave that provides paid leave to all Regular Status NoneExempt and ~~NoneExempt~~ Staff employees ~~on Regular Status~~, working 50% or more, who become temporarily medically disabled or are eligible for Parental Leave and who meet qualifying criteria.

II. DEFINITIONS

"**LRF**" means the University System of Maryland Leave Reserve Fund, which consists of employees' personal leave that is unused at the end of each calendar year.

"**TEMPORARY MEDICAL DISABILITY**" means that the employee has a reasonable expectation of returning to work.

"**CREDITABLE SERVICE**" means service required for computing the amount of any benefits.

"**PARENTAL LEAVE**" means the eight (8) week period of assured paid leave available to staff employees under the USM "*Policy on Parental Leave and other Family Supports for Staff*" (XII—7.49).

III. GENERAL

The employee, or someone on the employee's behalf, may submit to the Chief Human Resources Office (CHRO)~~Director of Human Resources/Personnel~~ of the USM institution at which the employee is employed, a written request to use leave from the LRF, together with documentation that the employee has:

- A. Completed at least one year of service with the University System of Maryland;
- B. Met the requirements of this policy to establish:
 - 1. A temporary medical disability which is authenticated by a licensed or certified medical provider in accordance with established leave authorization procedures,

and by the institutional or State Medical Director; and when the employee has a reasonable expectation of return to work; or

2. Eligibility for Parental Leave under USM Policy XII-7.49;
3. Exhaustion of all available earned sick leave, annual leave, ~~advanced sick leave~~, ~~extended sick leave~~, personal leave, ~~and~~ compensatory leave, accumulated holiday leave, advanced sick leave and extended sick leave (if eligible); and
4. A satisfactory record of sick leave use and work performance.

In addition, each request must specify the number of days requested and must provide a justification for the number of days requested. The maximum number of days which may be requested from the LRF shall not exceed one (1) day for each month of creditable service, as defined by the Maryland State Retirement and Pensions Systems.

IV. INSTITUTION APPROVAL

The President or designee of the institution shall determine whether the requirements of this policy (Section III) have been met, and, if so, shall approve the request for the use of the LRF. Based upon the employee's justification for the request, the President or designee may approve the number of days requested or may approve some lesser number of days. The institution Director of Human Resources/Personnel shall forward the approved requests to the USM Director of Human Resources.

V. ADMINISTRATION OF THE USM LEAVE RESERVE FUND

- A. The USM Director of Human Resources shall administer the LRF. Based on information submitted with the request, the USM Director of Human Resources shall verify the employee's eligibility to use leave from the LRF and may return to the President or designee any request of an employee whose eligibility the USM Director of Human Resources deems questionable. The USM Director of Human Resources shall accept the final determination of the President or designee as to the employee's eligibility.
- B. Once the employee's eligibility has been established, the USM Director of Human Resources shall determine the amount of leave to be granted to the employee based on guidelines established by the Chancellor. Such guidelines may establish a cap on the number of days granted to any one employee and may include other provisions designed to fairly distribute among eligible employees the days available in the LRF. Within these guidelines, the USM Director of Human Resources shall transfer leave from the LRF to the eligible employee.

- C. The USM Director of Human Resources may not transfer leave from the LRF to an employee after the date on which the employee's disability retirement, granted by the Board of Trustees of the State Retirement Systems, is effective.

VI. IMPLEMENTATION PROCEDURES

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community; shall forward a copy of such designations and procedures to the Chancellor.~~